

DEPARTMENT OF ALCOHOL AND DRUG PROGRAMS

POSITION DUTY STATEMENT

Name:	Division: Licensing and Certification Division Narcotic Treatment Program Unit
Classification: Associate Governmental Program Analyst (AGPA)	Working Title: Licensing Analyst
Position Number: 798-424-5393-715	Collective Bargaining Unit/ID: R01
Effective Date:	Conflict of Interest Category: N/A

- 1) Supervision Received: Under the direction of the Staff Services Manager I, Narcotic Treatment Program (NTP) Unit, the incumbent will perform assigned journey-level work activities related to facility licensing and program certification of NTPs for compliance with State and federal laws and regulations and Drug/Medi-Cal certification standards; investigate complaints, and complete other assignments or special projects related to the Department's efforts to prevent and reduce drug abuse.
- 2) Supervision Exercised: None. May act as lead
- 3) Physical Demands: The duties require the incumbent to visit NTPs, and, use his/her judgment, determine compliance with state and federal laws and regulations, and Drug/Medi-Cal certification standards. The incumbent must be able to stand and sit for extended period of time and must have the ability to occasionally climb, bend, stoop, squat, and reach in order to maneuver into all areas of a facility for inspection purposes. These facilities are not all required to be fully accessible. The incumbent must also have the manual dexterity to grip, grab small objects, handle papers, manuals, use a camera, keyboard, computer mouse, calculator, copy machine, FAX telephone, and cellular telephone; have the ability to communicate with providers, complainants, clients and witnesses. Ability to push and pull items such as file drawers. Ability to travel approximately 70 percent of the time; travel by plane, automobile, train and other means of public transportation. Ability to lift up to 40 pounds occasionally and 20 pounds frequently; push, pull, carry, lift own personal luggage.
- 4) Job Description: (Please indicate the percentage and description in the tables provided below)

ESSENTIAL FUNCTIONS

%	Job Description
60%	Conduct annual and follow-up inspections of assigned NTPs to determine and promote compliance with State and federal laws and regulations, and Drug/Medi-Cal certification standards. Prepare site inspection reports using a laptop computer, and review and approve corrective action plans regarding deficiencies cited during the site inspection. Interpret laws, statutes, regulations, and standards to narcotic treatment program staff and others to promote program compliance. Prepare civil penalty notices and other documents to support and implement administrative actions (i.e., temporary suspensions, suspension and revocation of licenses) that may be taken against programs. Confer with local, city, county, State, and federal agencies regarding inspection findings, compliance issues, and administrative actions.
10%	Conduct complaint investigations of licensed narcotic treatment programs, prepare report of findings, prepare reports of program deficiencies, if required, and site inspection follow-up. Includes working with other local, city, county, State, and federal governmental agencies.

SIGNATURES

<p>I have read and discussed these duties with my supervisor:</p> <div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 10px;"> Employee's Signature Date </div> <p>Position classification approved:</p> <div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 10px;"> Personnel Analyst Date </div>	<p>I certify that the above accurately represents the duties of the position:</p> <div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 10px;"> Supervisor's Signature Date </div>
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10%	Conduct inspections for new programs and program relocations to determine adequacy of treatment facilities and compliance with regulatory issues. Conduct regional Title 9 training. Evaluate and recommend programmatic and regulatory changes.
5%	Prepare budget change proposals, bill analysis, and other administrative actions required to address funding issues and operation of the branch.

NON-ESSENTIAL FUNCTIONS	
%	Job Description
10%	Perform Officer of the Day duties as scheduled monthly, to include, evaluating and acting upon requests for program exceptions or waivers to State regulations governing admission criteria and take-home schedules.
5%	As needed, perform other analytical duties to meet workload demands.